

**JEFFERSON COUNTY CLERK & RECORDER's OFFICE:** Jefferson County seeks a qualified person to fill the permanent full-time position of Clerk & Recorder/Election Administration Assistant within the Clerk & Recorder's Office. This position must be able to work well with the public and must have experience with computers and general office work. Experience working in county government is preferred. Position must be able to work overtime during elections and must be able to carry large bags and boxes weighing 35 lbs. or more. This position is also responsible for assisting with all procedures relating to elections and the conduction of elections in accordance with established procedures and the law. This position will further provide backup for all other functions within the Clerk & Recorder's office, process documents submitted by the public for recording and/or filing accurately and efficiently, this includes: recording, scanning, computerized and manual indexing of records. Salary DOQ/E but typically starts at Grade 9 - \$16.41 per hour. Please call Bonnie at (406) 225- 4020 or Kellie at (406) 225-4010 with any questions. County applications can be found on the county web-site at [www.jeffersoncounty-mt.gov](http://www.jeffersoncounty-mt.gov). Please submit a letter of interest, resume, and above-referenced county application to Kellie Doherty, Human Resources, at PO Box H, Boulder, MT 59632. Closing date is June 26, 2020 at 5pm.

Incomplete applications materials will not be processed. Jefferson County may use the following factors to determine whether an applicant meets the qualifications for this position: review of application materials, past work performance, reference checks and structured oral interview. Jefferson County is an equal opportunity employer.